

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section, FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Department of Education Application Number Application Date Office of Vocational Education Division of Secondary Vocational Programs **Application Number** Date Completed Twin Towers East - Suite 1758 Atlanta, GA. 30334 IMAR - 3 1987 Jul 7 5 1986 2. Person to Contact **Working Title** Telephone Number Curtis Kingsley Division Director 656-2552 3. Action Requested a. 

Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. Amend Application No. 81-119-A \_\_\_ Check One: 🖾 Change; 🗆 Supercede; 🗀 Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) **Earliest** Latest Secondary Vocational Education Local Application for State and Federal Vocational Education Funds Files |To Date 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Same This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: Included are: Same File is arranged: 8. Monthly Reference Rate How often are records referred to which are: One to six months old \_\_\_\_\_; Seven to twelve months old \_\_\_\_\_; Thirteen to twenty-four months old \_\_\_\_\_ twenty-five months and older \_ 9. Annual Rate of Accumulation of Records Letter-size drawers \_\_\_\_\_; Legal-size drawers \_\_\_\_\_; Shelves \_\_\_\_\_; Other (specify) \_ AR-50-71; Rev. 76

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	χ b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.										
	χ c. is this a vital record?										
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		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these									
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	Χ	f. Is the information contained in this series ever published? If yes, attach copy.									
i	·	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?									
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	h. Is there a duplication of this series in your office, or in another office or agency?  X If yes, where?										
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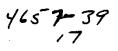
## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section, FOR AGENCY USE 1. Agency Address FOR RECORDS MANAGEMENT USE Department of Education Application Date Application Number Office of Vocational Education Division of Vocational Program Managene **Application Number** Date Received Date Completed Atlanta, GA JAN 5 FEB 1 1982 1982 2. Person to Contact Working Title **Telephone Number** L. R. Howard Regional Director 656-2550 3. Action Requested a. 

Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. c. Amend Application No. 81-119 \_\_\_ Check One: 
Change; 
Supercede; 
Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Latest Secondary Vocational Education Local Application for State and Federal Vocational Education Funds Files Present 1978 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Same This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: Same Included are: File is arranged: 8. Monthly Reference Rate How often are records referred to which are: \_; Seven to twelve months old \_\_\_\_\_; Thirteen to twenty-four months old \_\_\_\_\_; One to six months old \_\_\_\_\_ twenty-five months and older \_ 9. Annual Rate of Accumulation of Records ; Shelves ; Other (specify) 6-7 linear feet Letter-size drawers \_\_ \_: Legal-size drawers \_\_\_

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Х	c. Is this a vital record?								
	d. Does this series have historical or long term research value?								
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OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

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FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Department of Education	Application Number
	Office of Vocational Education	1 81-119
Application Number	Division of Vocational Program Managemer	Date Received Date Completed
	Atlanta, Georgia	FEB 5 1981   FEB 1 8 1981
2. Person to Contact	Working Title	Telephone Number
WR. Howard	<u>Regional Director</u>	656-2550
b. Dispose of pr c. Amend Appl 4. Dates of Series	tention Schedule; record will continue to accumulate. resent accumulation; no further accumulation anticipated. ication No Check One: ☐ Change; ☐ Supercei  5. Records Series Title (followed by title used in office; if di	
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7. Record Series Descri	This file contains the following documents (include form no Attach samples of the file.	umbers and titles, if any):
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	ame .  Rate How often are records referred to which are:	
8. Monthly Reference I	nate Mow often are records referred to which are:	
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	g. Is the informa	tion contained	in this series ever a	nalyzed and	or recorded in a summarized report	?		
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C.	Federal law	<del></del>	years.	f. 1	Federal retention instructions	years.		
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	Head/Designed (Signed	(tufe)_	Date / 2/4/8/	Walk	unagement Officer (Signature)			
Agency	amendations in para-	eur <sub>j</sub>	2/4/81	Walk	anagement Officer (Signature) w.R. Baumgano	lnn 2-3-81		
Agency MTD Recom graph 1	amendations in para- 12 are approved. approved, attach letter	State Aug	11/4/201	Walk	anagement Officer (Signature) w.R. Baumgano	lnn 2-3-81		
Agency MTD Recom graph 1	amendations in para-	State Aug	2/4/81	Walk	anagement Officer (Signature) w.R. Baumgano	lnn 2-3-81		